

## Chapter 2



# Logging On and Off of AASIS

# Course Map

Introducing AASIS

**Logging On and Off AASIS**

Understanding the AASIS  
Window

Navigating Through AASIS

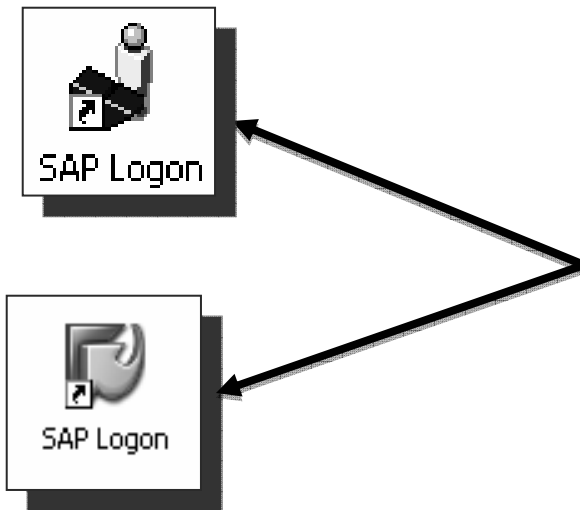
User Personalization of AASIS

Entering and Saving Data

Working with Multiple Sessions

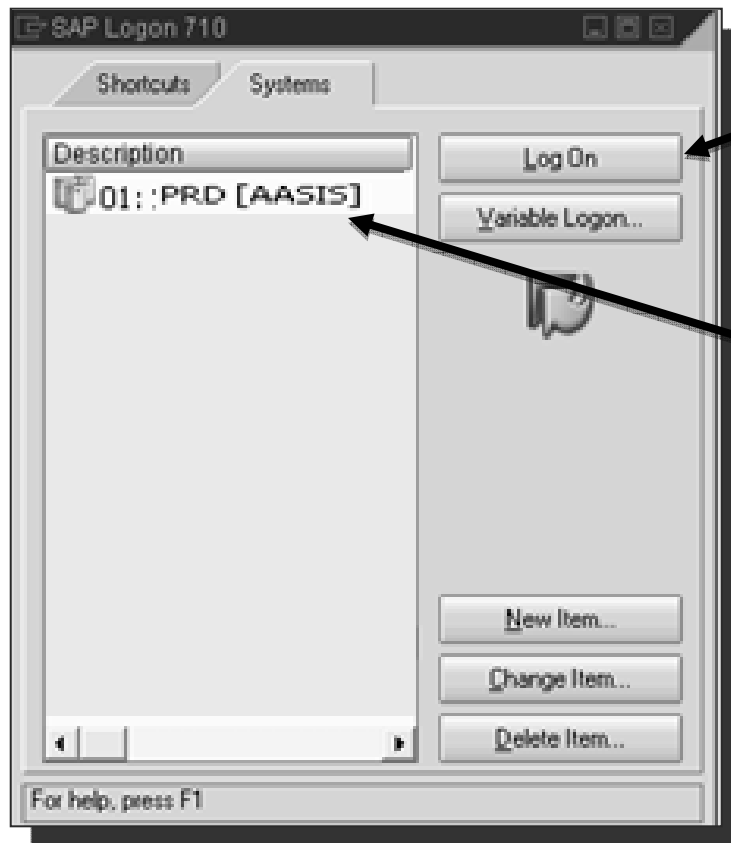
Employee Self Service (ESS)

# AASIS Logon Icon



To start AASIS from your Windows Desktop, double-click the **SAPlogon** icon on the desktop screen.

# The AASIS Logon Path

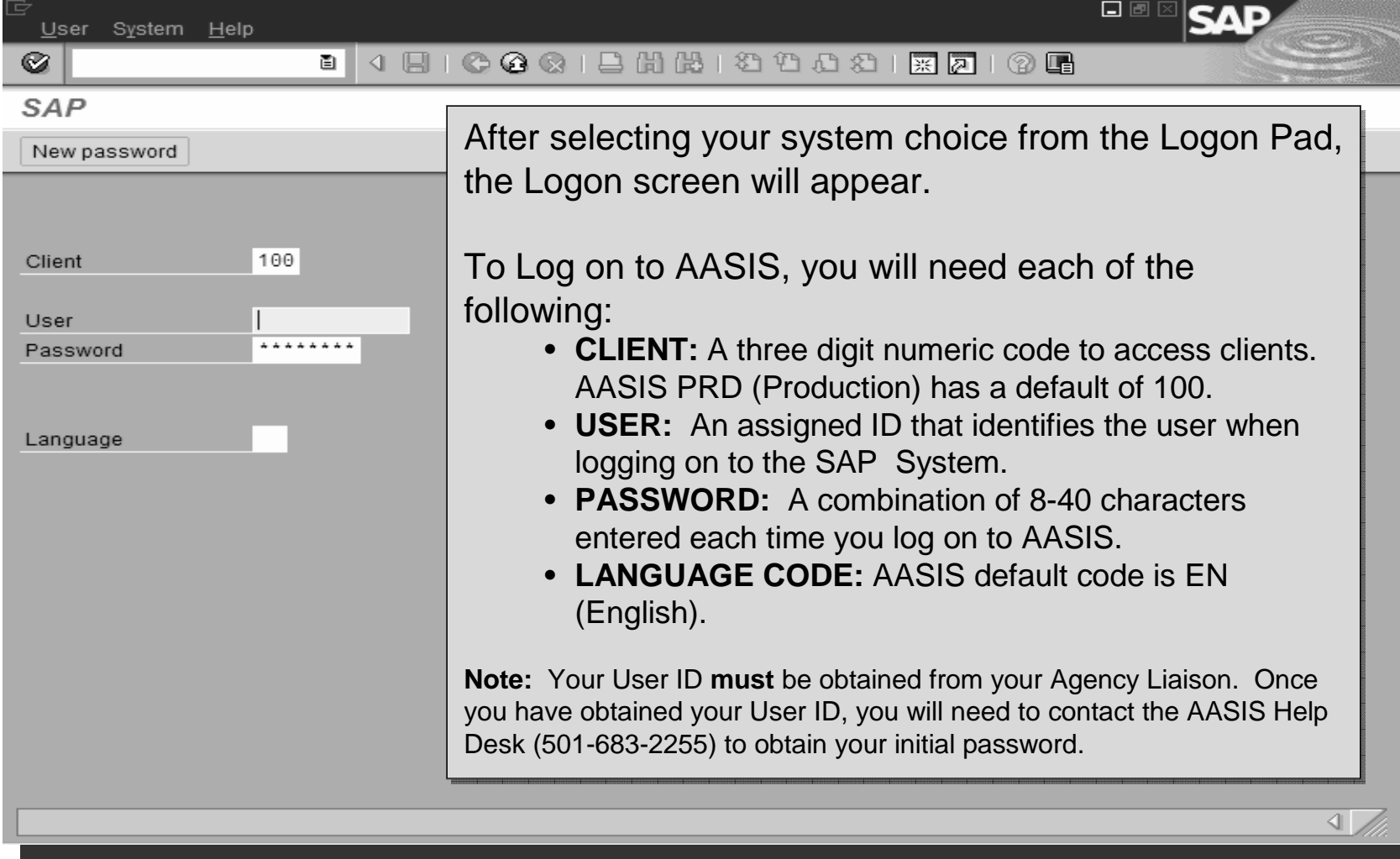


- To access AASIS, place the cursor on the system to be used, then select the “Logon” button

**or**

- Select the system to be used by double-clicking on your choice

# The AASIS Logon Screen



The screenshot shows the SAP AASIS Logon screen. At the top is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' button. Below this are four input fields: 'Client' with the value '100', 'User' with a cursor, 'Password' with asterisks, and 'Language' with a dropdown menu. A large text box on the right contains instructions and a list of required fields.

After selecting your system choice from the Logon Pad, the Logon screen will appear.

To Log on to AASIS, you will need each of the following:

- **CLIENT:** A three digit numeric code to access clients. AASIS PRD (Production) has a default of 100.
- **USER:** An assigned ID that identifies the user when logging on to the SAP System.
- **PASSWORD:** A combination of 8-40 characters entered each time you log on to AASIS.
- **LANGUAGE CODE:** AASIS default code is EN (English).

**Note:** Your User ID **must** be obtained from your Agency Liaison. Once you have obtained your User ID, you will need to contact the AASIS Help Desk (501-683-2255) to obtain your initial password.

# Creating a Password

## Password Rules

- **Should be kept private and never given to *ANY ONE***
- Passwords are case sensitive
- Must contain a minimum of 8-40 characters
- May not contain three sequential characters (*abc, 123*)
- May not contain three consecutive identical characters (*SSS. ddd...*)
- May not begin with **?**, **!**, or a blank space
- Do not use pass or AASIS as your password
- Any of your last 5 passwords will not be allowed.

## Password Suggestions

- You may use any combination of characters, a...z or 0...9 or punctuation marks as long as they do not violate the rules

- **Valid Password**

- Froggie2
- ivy4ever

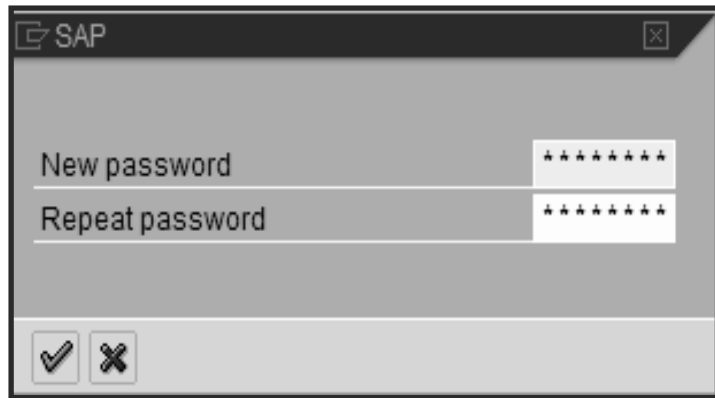
- **Invalid Password**

- !bright
- yyy01010

- It is recommended that a password start with a letter and have at least one number included.

**Note:** If the pre-defined rules in AASIS are not followed, an Error message window will appear.

# Creating a Password

A screenshot of an SAP window titled 'SAP'. It contains two text input fields: 'New password' and 'Repeat password'. Both fields are filled with eight asterisks (\*\*\*\*\*). At the bottom left of the window, there are two buttons: a green checkmark icon and a red 'X' icon.

Once you have entered your user name and default password, the SAP window for entering a new password appears. This allows you to choose a minimum of eight (8) to forty (40) characters. Once a password has been entered, select the green checkmark to continue.

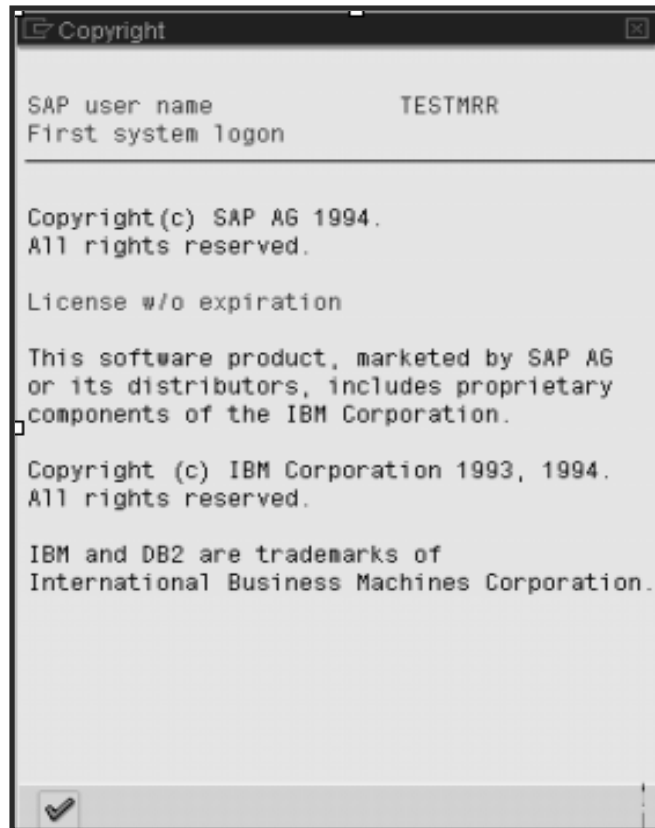
**New password** - Type in your new 8-40 digit personal password in the “New password” field.

**Repeat password** - Retype your new 8-40 digit personal password in the “Repeat password” field.

**Note:** Passwords in AASIS are case sensitive.

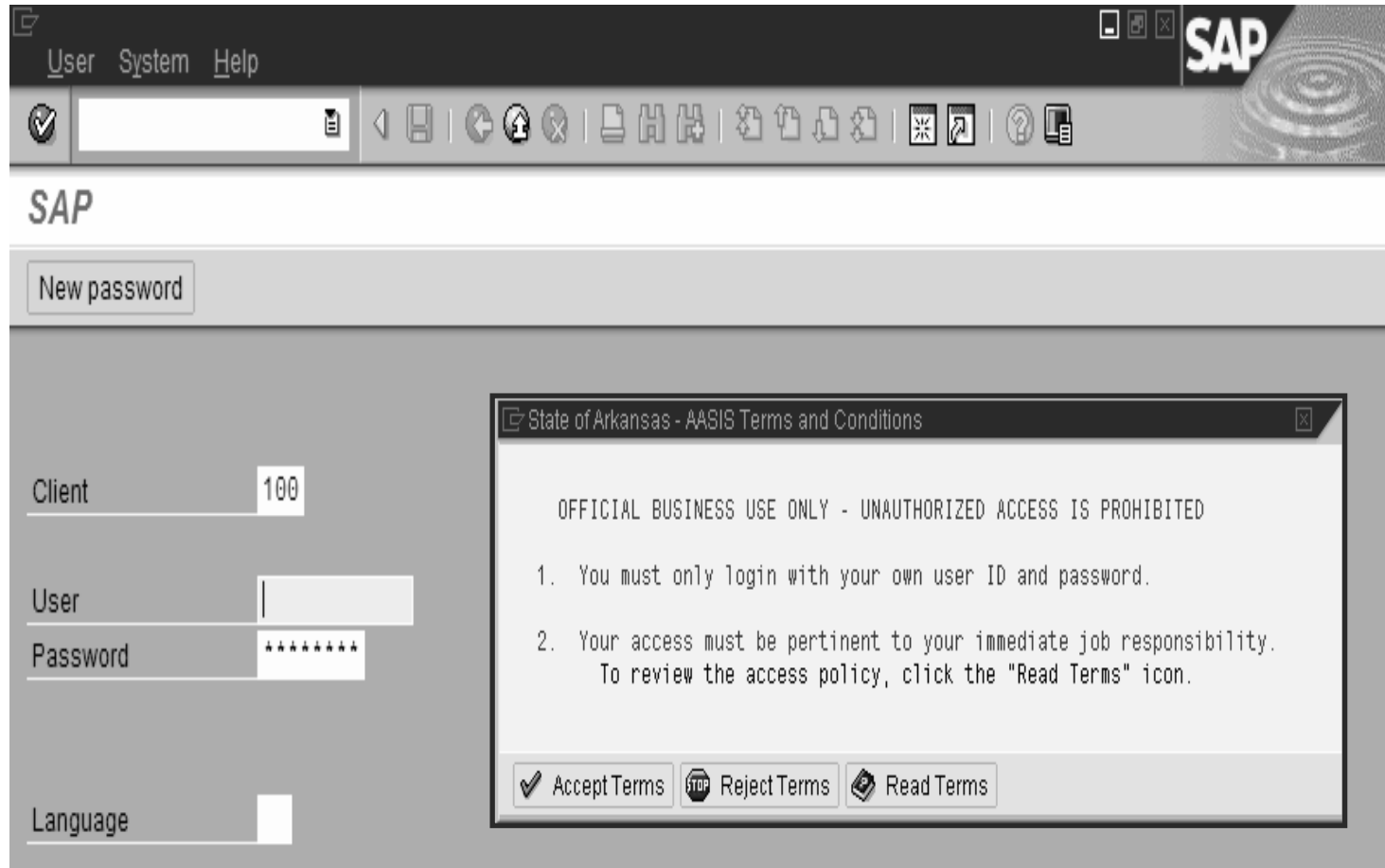
# Logging on to AASIS

Upon initial log on, a window may appear with copyright and licensing information. Select the green check to continue.





# AASIS Terms and Conditions



The screenshot shows the SAP login interface. At the top is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area has a 'New password' button at the top. Below that are input fields for 'Client' (with '100' entered), 'User' (empty), 'Password' (masked with asterisks), and 'Language' (empty). A dialog box titled 'State of Arkansas - AASIS Terms and Conditions' is overlaid on the right. The dialog contains the text 'OFFICIAL BUSINESS USE ONLY - UNAUTHORIZED ACCESS IS PROHIBITED' and two numbered points: '1. You must only login with your own user ID and password.' and '2. Your access must be pertinent to your immediate job responsibility. To review the access policy, click the "Read Terms" icon.' At the bottom of the dialog are three buttons: 'Accept Terms' (with a checkmark icon), 'Reject Terms' (with a stop sign icon), and 'Read Terms' (with a document icon).

User System Help

SAP

New password

Client 100

User

Password \*\*\*\*\*

Language

State of Arkansas - AASIS Terms and Conditions

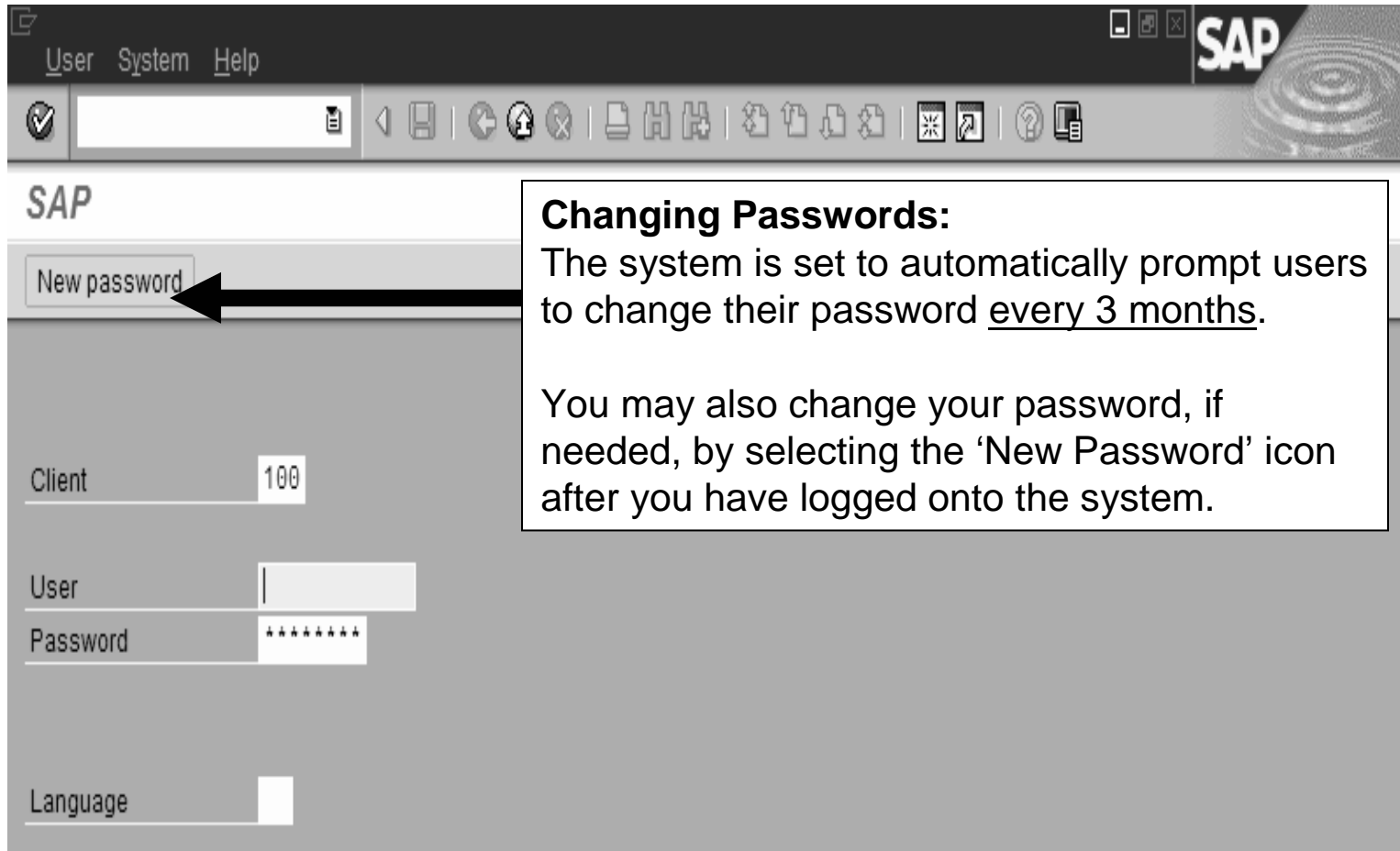
OFFICIAL BUSINESS USE ONLY - UNAUTHORIZED ACCESS IS PROHIBITED

1. You must only login with your own user ID and password.
2. Your access must be pertinent to your immediate job responsibility.  
To review the access policy, click the "Read Terms" icon.

Accept Terms Reject Terms Read Terms

Select "Accept Terms" to continue.

# Changing your AASIS password

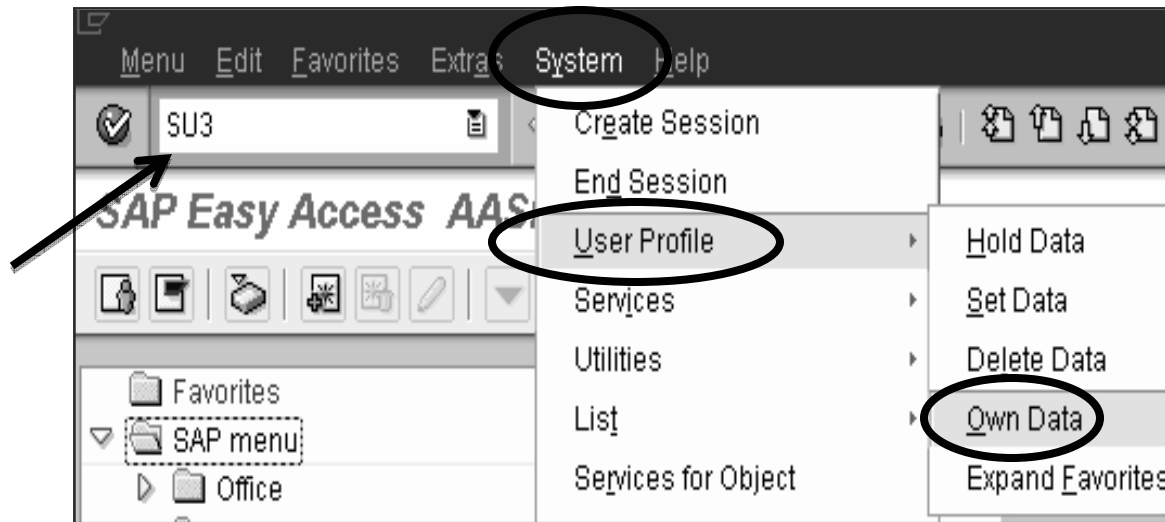


The screenshot shows the SAP login interface. At the top is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area has the 'SAP' logo and a 'New password' button. Below the button are input fields for 'Client' (with value '100'), 'User', 'Password' (masked with asterisks), and 'Language'. A black arrow points from the 'New password' button to the text box on the right.

**Changing Passwords:**  
The system is set to automatically prompt users to change their password every 3 months.

You may also change your password, if needed, by selecting the 'New Password' icon after you have logged onto the system.

# Changing your AASIS password



**System > User  
Profile > Own Data  
> Maintain User  
Profile**

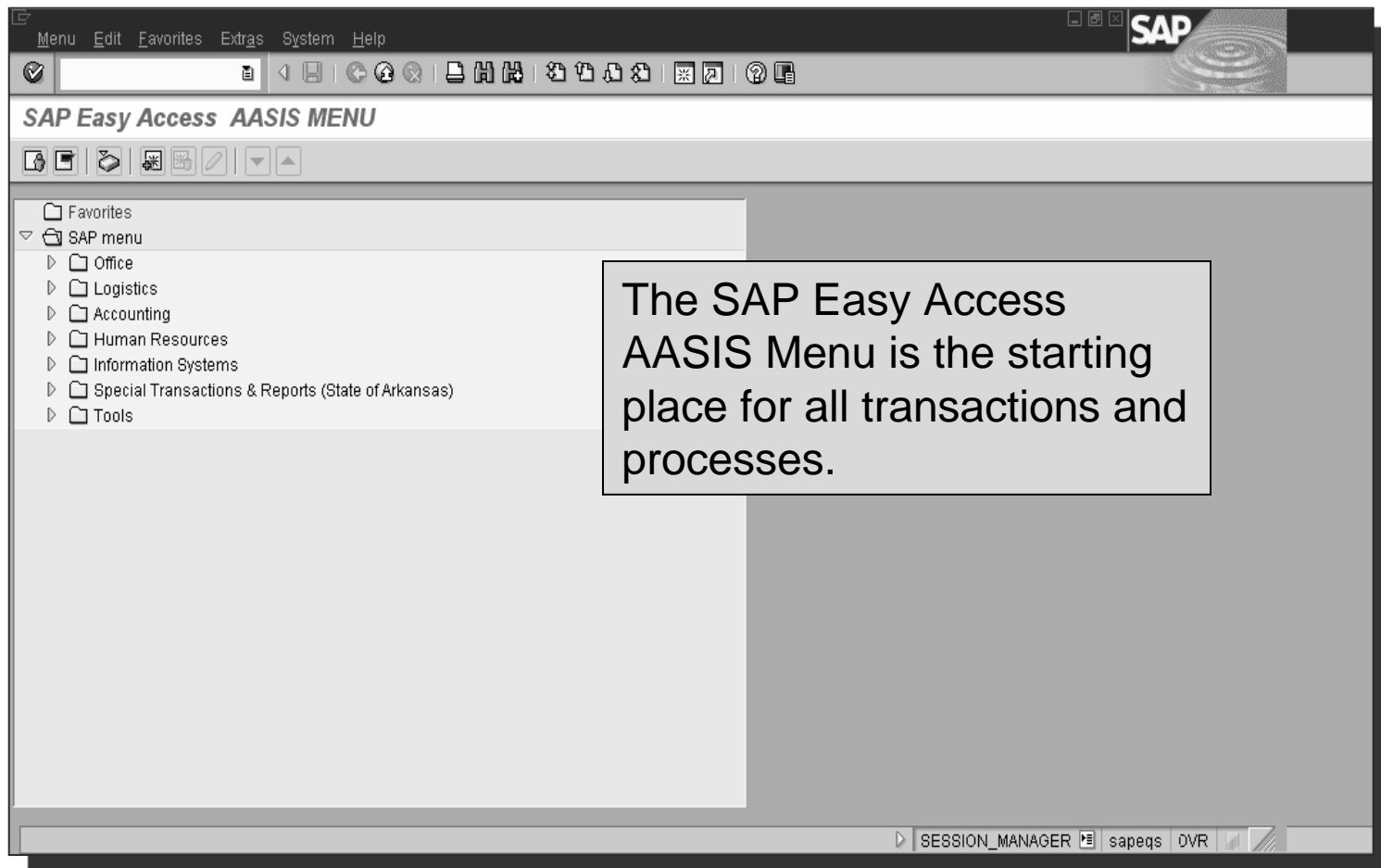
(Or)

Enter **SU3** in the  
command field

Once the 'Maintain User Profile' screen appears, select the 'Password' icon on the tool bar of the Maintain User Profile screen.

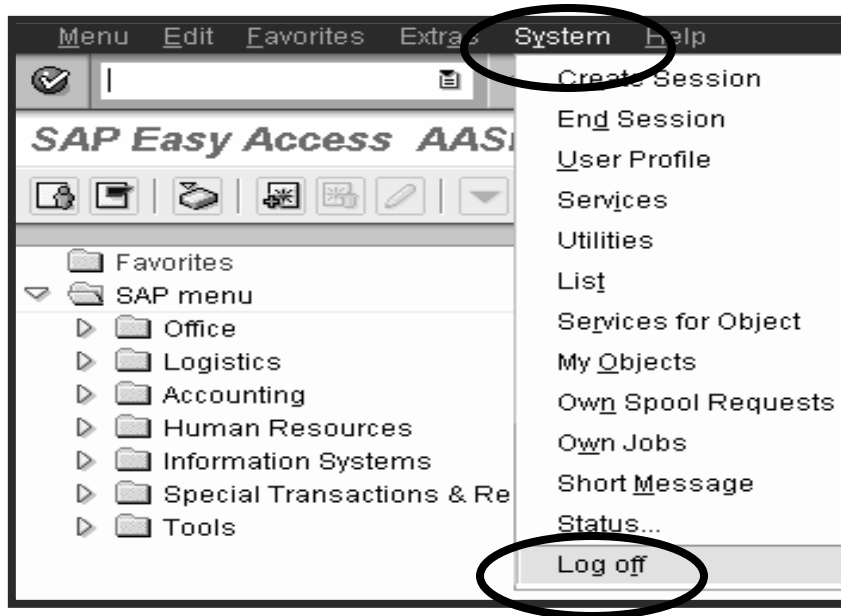


# AASIS Initial Screen



# Logging Off AASIS

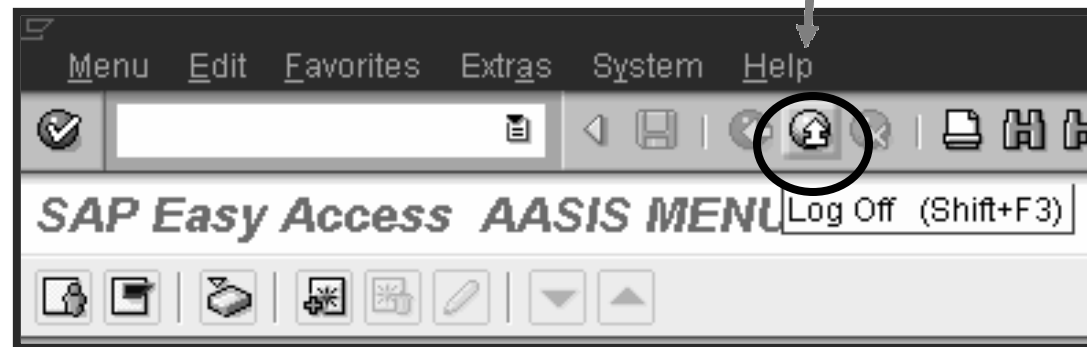
System > Log off



There are several ways of logging off of the AASIS system.

Using **System > Log Off** or using the Log-off icon are two of these ways.

Log off



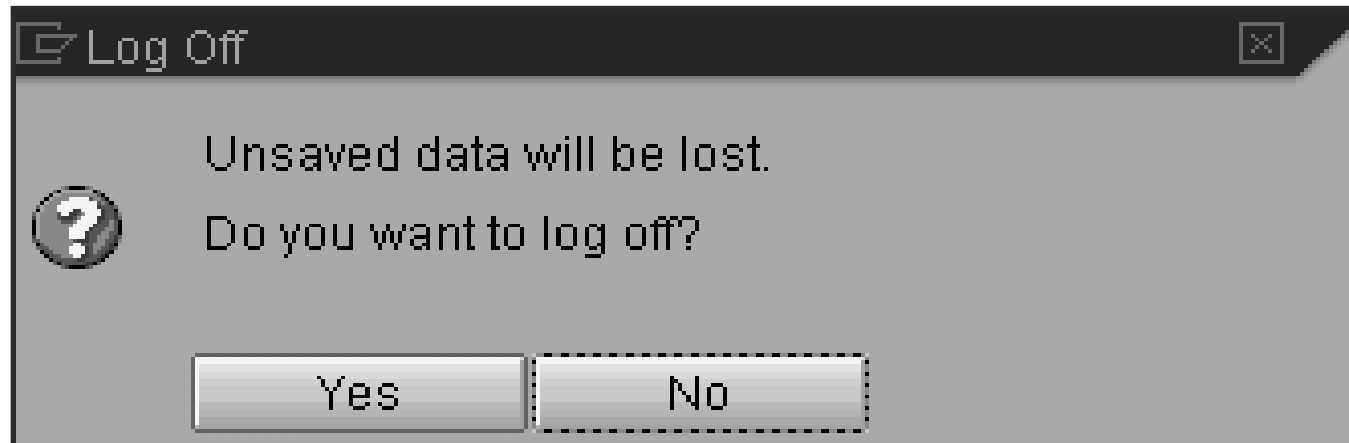
# Logging Off AASIS



Though there are several way of logging off the system, the quickest way is to select the 'X' located at the top right hand corner of the screen.

# Logging Off AASIS

When logging off of AASIS, a message box will appear asking if you want to log off or continue in AASIS.



Select '**Yes**'  
to log off

Select '**No**' to continue  
your access of AASIS.